ELECTRONIC APPLICATION INSTRUCTIONS for 2015-NIST-SURF-01

Content and Format of Application Submission

SURF Boulder and SURF Gaithersburg receive and process applications separately.

Whether submitting electronically or by paper, you may submit an application for SURF Boulder, or for SURF Gaithersburg, or for both programs by submitting an application for each program separately.

Keep in mind that while the standard application package (consisting of the standard forms, *see* Section IV.1 of the Full Announcement/FFO document) are the same for both SURF Boulder and SURF Gaithersburg, the applicable Application Checklist and applicable Student Application Form for SURF Boulder are different than those for SURF Gaithersburg (see Section IV.1.a. and b. of the Full Announcement/FFO document).

Also, keep in mind if you are applying to both SURF Boulder and SURF Gaithersburg, it is necessary to submit TWO SEPARATE APPLICATIONS, one for SURF Boulder and one for SURF Gaithersburg, using the same FFO number and two separate sets of documents.   A separate full application package must be submitted for each location.

> **For SURF Boulder** include in the **full application package** the standard forms listed in Section IV.1 of the Full Announcement/FFO document, the applicable Application Checklist (http://www.nist.gov/surfboulder/upload/appchklst_form-2015.pdf) and the applicable Student Application Form (http://www.nist.gov/surfboulder/upload/student_application_form-2015.pdf; as listed above in Section IV.1.a. of the Full Announcement/FFO document).

> **For SURF Gaithersburg** include in the **full application package** the standard forms listed in Section IV.1 of the Full Announcement/FFO document, the applicable Application Checklist (http://www.nist.gov/surfgaithersburg/upload/2015-SURF-Application-Checklist.pdf) and the applicable Student Applicant Information Form (http://www.nist.gov/surfgaithersburg/upload/2015-SURF-Application-form.pdf) as listed above in Section IV.1.b of the Full Announcement/FFO document).

Electronic applications will be directed to the campus named in Field 15 of the SF-424. (*See* section IV.2.a.(1). of the Full Announcement/FFO document.)

Required Forms and Documents

(1) **SF-424, Application for Federal Assistance.** The SF-424 must be signed by an authorized representative of the applicant organization.

SF-424, Item 12, must list the FFO number 2015-NIST-SURF-01.

SF-424, Item 15, must specify either "SURF Boulder" or "SURF Gaithersburg", depending on the location to which the application is directed.

Applicants submitting to both locations must submit separate applications, one for each.

For SF-424, Item 21, the list of certifications and assurances is contained in the SF-424B.

(2) **SF-424A, Budget Information – Non-Construction Programs.** For both SURF Boulder and SURF Gaithersburg:
  (a) The total stipend amount must be calculated as $5,500 X the number of students and entered into **Section B, Budget Categories** on **line h.** under column (1). For students who are not able to participate for the full 11 week period (*see* Section II.2. of the Full Announcement/FFO document), the amount of the stipend must be calculated at a rate of $500 per week for these students only.
  (b) The transportation and lodging allowance must be estimated as $4,000 X the number of students and entered into **Section B, Budget Categories** on **line c**. under column (1). The actual amount of that allowance, which is the maximum amount NIST will provide for these expenses (based on the lodging cost and the distance to be travelled to and from NIST by the accepted nominees), will be transmitted to the applicant shortly after the nominees' acceptances are received by NIST. Note: For purposes of this application, please use the calculation of $4,000 per student when estimating the transportation and lodging costs. If awarded, recipients will request reimbursement for costs related to transportation and lodging in accordance with uniform Federal-wide cost principles the Department of Commerce is expected to adopt. Refer to 2 C.F.R. § 200.75, Participant Support Costs.

(3) SF-424B, Assurances – Non-Construction Programs

(4) CD-511, Certification Regarding Lobbying

(5) SF-LLL, Disclosure of Lobbying Activities (if applicable)

(6) Applicant Information. This is a word-processed document written by the applying college or university and must contain the following information:

    (a) A description of the institution's education and research programs;
    (b) A summary list of the student(s) being nominated; and
    (c) A brief narrative about each nominated student.

(7) Student Information. For each student nominated to participate in the SURF Program, the following items must be submitted (if submitting an electronic application, for each nominated student **a single file attachment** comprised of these items must be submitted):
    (a) Applicable SURF Application Checklists:
        i. SURF Boulder: the Application Checklist is available at: (http://www.nist.gov/surfboulder/upload/appchklst_form-2015.pdf;
        ii. SURF Gaithersburg: the Application Checklist is available at: http://www.nist.gov/surfgaithersburg/upload/2015-SURF-Application-Checklist.pdf.
    (b) Applicable SURF Student Application Form:
        i. SURF Boulder: the Student Application Form is available at: http://www.nist.gov/surfboulder/upload/student_application_form-2015.pdf;
        ii. SURF Gaithersburg: the Student Applicant Information Form is available at: http://www.nist.gov/surfgaithersburg/upload/2015-SURF-Application-form.pdf.
    (c) Resume;
    (d) Two letters of recommendation;
    (e) Transcripts (unofficial copies acceptable);
    (f) Personal statement of commitment to participate and description of prioritized research interests;
    (g) Verification of U.S. citizenship or permanent legal residence, (e.g., copy of birth certificate, passport, or green card).

The student's name and college/university must appear on all of the documents. **NOTE**: It is recommended that students have a G.P.A. of 3.0 or better, out of a possible 4.0.

If submitting the application electronically via Grants.gov, items (1) through

(5) above are part of the standard application package in Grants.gov and can be completed through the download application process.

Items (6) through (7) must be completed and attached by clicking on "Add Attachments" found in item 15 of the SF-424, Application for Federal Assistance. This will create a zip file that allows for transmittal of the documents electronically via Grants.gov.

Applicants should carefully follow specific Grants.gov instructions at www.grants.gov to enable attachments to be accepted by the Grants.gov system. A receipt from Grants.gov indicating an application is received does not provide information about whether attachments have been received. When several students are being nominated for the program, the required attachments for each student should be packaged into a single file per student. e.g., if there are 5 nominated students, there should be 5 student information files. Applicants will receive a series of receipts during a process of up to two business days before the application is either validated as electronically received by the Federal agency system, or rejected by it.

If submitting an application by paper, all of the required application documents should be submitted in the order listed above.

Application Format

(1) **Application language.** English.

(2) **E-mail submissions.** Will not be accepted.

(3) **Facsimile submissions (fax).** Will not be accepted.

(4) **Font.** Easy to read font (10-point minimum). Smaller type may be used in figures and tables but must be clearly legible.

(5) **Line spacing.** Single.

(6) **Margins.** One (1) inch top, bottom, left, and right.

(7) **Page layout.** Portrait orientation only.

(8) **Page numbering.** Number pages sequentially.

(9) **Paper size.** 21.6 centimeters by 27.9 centimeters (8 ½ inches by 11 inches).

(10) Typed document. All applications, including forms, must be typed, except for the student documents which should be typed but may be accepted in handwritten format.